



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CRIME PREVENTION SPECIALIST

Class No. 005744

■ CLASSIFICATION PURPOSE

To instruct individuals and community groups on home and business security, property identification, and personal protection, and to perform related duties as required.

■ DISTINGUISHING CHARACTERISTICS

Crime Prevention Specialists perform non-sworn support duties in the areas of education regarding crime prevention methods and techniques for individuals and community groups. Crime Prevention Specialists are allocated only to the Sheriff's Department and work under the direction of a Supervising Crime Prevention Specialist. The Crime Prevention Specialist class series is distinguished from sworn personnel in that the latter perform a wide variety of law enforcement/peacekeeping functions including patrol, investigation, apprehension and arrest.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Coordinates crime prevention activities within their assigned communities.
2. Organizes and maintains neighborhood watch groups.
3. Contacts burglary victims to conduct security inspections of property.
4. Explores situations related to the commission of crimes against property to enable identification of security problems or other problems that may facilitate crime.
5. Recommends security devices and other appropriate protective measures.
6. Makes presentations to property owners, schools and community groups on crime prevention, including topics such as auto theft, personal safety and awareness training for children and adults.
7. Completes forms and daily logs.
8. Composes correspondence.
9. May gather and analyze simple statistical data for crime trend analysis.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic function and operation of a law enforcement agency.
- Human behavior.
- Public relations.
- Effective time management.
- Research sources and techniques.
- Basic statistics.
- County customer service objectives and strategies.

#### Skills and Abilities to:

- Assist in the organization of group activities.
- Analyze situations and draw logical conclusions to effect the prevention of crime.
- Make the best decision in providing security information and devices to suit individual needs.
- Gather and analyze simple statistical data.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: six (6) months of work experience in any of the following areas: crime prevention, law enforcement, public relations, journalism and editorial work or marketing; OR nine (9) units of college course work in any of the following disciplines: Criminal Justice, Journalism, Speech Arts, Psychology and Sociology.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds. Incumbents are expected to be able to carry a thirty-five (35) pound slide projector or to be able to arrange for its transport.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens; work in different community facilities across the County; subject to shift and weekend work.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: July 16, 1979**  
**Revised: January 9, 1995**  
**Reviewed: Spring 2004**  
**Revised: March 31, 2006**

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Crime Prevention Specialist (Class No. 005744)

Union Code: PS

Variable Entry: Y